

MILPERSMAN 1300-300

OVERSEAS/REMOTE SERVICE GENERAL INFORMATION

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|---------------------------|--------------------------|--------|------------|----------------------------|
| Responsible Office | NAVPERSCOM (PERS-451) | Phone: | DSN COM | 882-4518 (901) 874-4518 |
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| NAVPERSCOM CUSTOMER SERVICE CENTER | Phone: Toll Free | 1-866-U ASK NPC |
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| References | (a) OPNAVINST 1300.14D (b) DODI 2000.16 (c) DODD 2000.12 (d) OPNAVINST 3300.53B (For Official Use Only) |
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1. **General Information.** Per reference (a), overseas service is defined as military duty performed while assigned to a military installation or activity permanently based outside the 48 contiguous United States. Department of Defense (DOD) establishes tour lengths for overseas assignment. Alaska and Hawaii are considered overseas areas, but **are exempt** from overseas screening requirements. Personnel ordered to overseas and remote locations identified in MILPERSMAN 1300-304 are required to complete an overseas suitability screening. This article and its sub articles listed below provide information and procedures pertaining to overseas/remote assignments:

| Topic | See MILPERSMAN |
|--|---------------------------|
| Selection and Suitability | 1300-302 |
| Suitability Screening and Reporting Procedures | 1300-304 |
| Early Return/Reassignment Due to Unsuitability | 1300-306 |
| Tour Lengths and Types | 1300-308 |
| Overseas Extensions | 1300-310 |
| Units Transitioning to Overseas Locations | 1300-312 |
| Diego Garcia Assignments | 1300-314 |
| Dependent Entry Approval Information | 1300-316 |

2. **Overseas Service Categories:**

a. **Overseas service for officers** may be categorized as follows:

(1) **Shore tours** for unit identification codes (UICs) having the following type assignment code (TAC):

(a) Overseas Shore "O"

(b) Hawaii "H"

(c) Alaska "A"

(2) Secretary of the Navy (SECNAV) prescribed **sea tours** for UICs having the following TAC:

(a) Continental United States (CONUS) sea "C"
(includes units in Hawaii)

(b) Overseas sea "D"

b. **Overseas service for enlisted** personnel may be categorized as follows:

(1) Overseas Shore Duty (Shore Code 6).

(2) Overseas Remote Land-Based Sea Duty for Rotational Purpose (Sea/Shore Code 3).

(3) Non-Rotated Sea Duty (Sea Code 4).

3. **Antiterrorism (AT)/Force Protection (FP) Awareness**

a. All servicemembers, Department of the Navy (DON) civilian personnel, and adult family members shall receive mandatory Antiterrorism Awareness Level I training prior to travel outside the continental United States (OCONUS) per references (a) through (d). All Level I training must be conducted within 90 days prior to travel OCONUS by the command Antiterrorism Officer (ATO).

b. An area-specific briefing is required after arrival at the overseas location.

c. A NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks entry verifying completion by the servicemember and adult family members of all AT/FP briefings, is required. The NAVPERS 1070/613 entry will state the level of training, date completed, and who attended the training.

4. **Suitability for Overseas Assignment Validity.** The servicemember and all family members must complete a suitability screening per reference (a). Suitability determinations (including medical and dental) will be valid for one year from date of initial screening, unless changes in conditions affecting suitability occur. Navy personnel/family members whose suitability screening has expired, or whose conditions change prior to transfer, shall arrange for reevaluation of suitability. Additionally, the servicemember is responsible for reporting any changes.

MILPERSMAN 1300-700

EXCEPTIONAL FAMILY MEMBER (EFM) PROGRAM

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|--------------------|---------------------------|--------|-----|----------------|
| Responsible Office | NAVPERSCOM (PERS-451X) | Phone: | DSN | 882-2435 |
| | | | COM | (901) 874-2435 |
| | | | FAX | 882-2629 |

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| References | (a) SECNAVINST 1754.5B (b) OPNAVINST 1754.2C (c) DOD Instruction 1315.19 (d) Uniform Code of Military Justice (UCMJ) (e) Individuals with Disabilities Education Act (IDEA) (f) BUMEDINST 1300.2A |
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1. **Policy.** Detailing authorities are sensitive to hardships that confront Navy families, and difficulties imposed by the long absence of members from their families.

a. When a Sailor's family is identified as having a chronic medical, mental health, or special education need, the member will enroll the family member in the Exceptional Family Member (EFM) Program. Chronic conditions for EFM Program purposes are those conditions expected to last 6 months or longer. Some conditions may warrant temporary enrollment lasting 6-12 months.

b. Enrollment in the EFM Program is mandatory. The individual enrolled must be an authorized (enrolled in Defense Enrollment Eligibility Reporting System (DEERS)) family member who resides with the member (unless on an unaccompanied tour) and who has a chronic medical, mental health, or educational condition requiring more than routine primary care. Enrollment helps ensure the availability of required medical and educational services at future assignment locations. The EFM Program is a detailing tool that ensures service availability but **cannot** validate the quality of those services. Additional information regarding the EFM Program can be found in references (a), (b), and (c).

c. The location and timing of a member's assignment will be carefully managed while enrolled in the EFM Program. Officer

and enlisted detailers will work with the Navy member to develop a career path that permits normal sea/shore rotations.

d. While not always feasible, every attempt will be made to coordinate the Sailor's career progression needs with the special needs of the family member. The EFM Program **does not** preclude members from:

- sea duty,
- normal sea/shore rotation,
- unaccompanied assignments,
- Global War on Terrorism (GWOT) Support Assignments (GSA),
- standing watches, or
- performing normally assigned duties.

e. Ultimate responsibility for enrolling in the EFM Program rests with the member. Per reference (c), Sailors failing to enroll or knowingly providing false information are subject to articles 92 and 107 of reference (d).

2. Background

a. EFM Program was established in compliance with reference (e) and Department of Defense (DOD) policy which requires early intervention, special education, and related services for children with disabilities attending, or eligible to attend, DOD schools overseas.

b. In September 1988 the Navy expanded the EFM Program **to include all authorized family members** (spouse, child, stepchild, adopted child, foster child, or dependent parent) residing with the member who have a:

- physical, intellectual, or emotional disability; or
- long-term chronic medical condition that requires special medical or educational services.

c. The EFM Program

- confirms the availability of medical, early intervention, or special education services at overseas locations;
- ensures availability of medical services at isolated continental United States (CONUS) locations;
- identifies members requiring assignment to CONUS facilities adjacent to major medical facilities; and
- identifies members eligible for homesteading.

3. **Enrollment Procedures**. Members shall enroll eligible family members using:

- DD 2792 (11-06), Exceptional Family Member Medical Summary and appropriate addenda; and
- DD 2792-1 (11-06), Exceptional Family Member Special Education/Early Intervention Summary.

Forms are available from the command point of contact (POC) or the medical treatment facility (MTF) EFM Program coordinator, who will assist the member with the enrollment process.

- DD 2792 is available on the Internet at <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2792.pdf>
- DD 2792-1 is available at <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2792-1.pdf>

a. DD 2792 Application. Demographic information will be completed and signed by the member, spouse, or guardian of minor children and verified by an MTF EFM Program coordinator. Personal notes and/or additional information may be included.

(1) (Medical Summary). To be completed and signed by a military or civilian medical provider if the family member has a physical disability or long-term chronic medical condition. A signed Medical Summary **must be** included for all children, even when no medical condition is apparent.

(2) Addendum 1 (Asthma/Reactive Airway Disease Summary). To be completed and signed by a military or civilian medical provider if the family member has a history of asthma or

reactive airway disease. Mark **N/A** across addendum if no asthma/reactive airway disease exists.

(3) Addendum 2 (Mental Health Summary). To be completed by a military or civilian mental health provider if the family member has a history of mental health conditions. Mark **N/A** across addendum if no mental health condition exists.

b. DD 2792-1 (Special Educational/Early Intervention Summary). To be completed and signed by an early intervention or school official.

(1) A legible copy of the current Individualized Family Service Plan (IFSP), Individualized Education Plan (IEP), or Section 504 plan **must be** submitted.

(2) A letter or report from the school may be included.

(3) If enrolling a school-age child with medical needs only, the school must endorse the appropriate section of DD 2792-1 to verify that special education is not required.

(4) DD 2792-1 is required for all dependent children ages 3-18.

c. Members must review the forms and addenda prior to signature to ensure the information is accurate and complete, and retain a copy for future update requirements.

d. If the member is stationed within an area serviced by an MTF, the MTF EFM Program coordinator will forward the forms, addenda, and any accompanying documents, after reviewing them for accuracy and completeness, to the appropriate Central Screening Committee (CSC).

e. If the member is stationed within an area not serviced by an MTF and a civilian health care provider completes the forms, the member may forward the EFM forms directly to the appropriate CSC. Forms **should not** be sent directly to Navy Personnel Command (NAVPERSCOM), Exceptional Family Member Program (PERS-451X).

4. **Submission Procedures.** EFM enrollment applications will be forwarded to one of the following CSCs based on the EFM's current place of residence.

a. For members with EFMs who reside **east of the Mississippi; in the European, South American, Middle Eastern, and African areas; and in the Atlantic/Caribbean region:**

EFM Central Screening Committee (Code 0465C)
Exceptional Family Member Program
Naval Medical Center
620 John Paul Jones Circle
Portsmouth, VA 23708-5900

b. For members with EFMs who reside **west of the Mississippi in CONUS, Canada, and Alaska:**

EFM Central Screening Committee
Naval Medical Center (Code CGH)
34520 Bob Wilson Drive
San Diego, CA 92134-2102

c. For members with EFMs who reside in **countries in the South Pacific, Asia, and Hawaii:**

EFM Central Screening Committee
U.S. Naval Hospital Yokosuka
PSC 475, Box 1, Code 342
FPO AP 96350-1600

d. MTF health care providers will refer family members for EFM Program enrollment whenever a condition is identified that warrants enrollment (reference (f) contains a list of enrollment conditions although it is not all inclusive). This may occur during routine health care, suitability screening, or when an individual self-identifies a condition.

e. The CSC will promptly review the EFM applications, recommend enrollment/non-enrollment and an EFM category, and forward the application to NAVPERSCOM (PERS-451X) for final action.

f. Further program guidance and general information can be obtained by contacting the EFM Program manager at the following address and phone numbers:

Navy Personnel Command
Exceptional Family Member Program (PERS-451X)
5720 Integrity Drive
Millington, TN 38055
Toll Free: 1 (866) 827-5672
COMM: (901) 874-2435
DSN: 882-2435

g. Questions regarding assignments and orders must be addressed to the member's detailer.

5. **Categories.** The CSC validates that enrollment is appropriate and recommends one of the following categories:

a. **Category 1 (enrollment for monitoring purposes):** The EFM needs are not severe, but warrant enrollment in the event of an acute exacerbation. This category generally does not preclude accompanied tours overseas or to remote duty assignments in CONUS. Family members must complete overseas screening or remote duty screening as appropriate.

b. **Category 2 (limited overseas/remote CONUS assignments):** Care is usually available at most locations, except for some isolated CONUS/overseas areas. Family members must complete overseas screening or remote duty screening as appropriate.

c. **Category 3 (no overseas assignments):** The EFM's medical or educational needs preclude assignment to overseas locations. Billets should be near an MTF or an area with an extensive TRICARE network.

d. **Category 4 (major medical areas within CONUS only):** The EFM's medical condition requires assignment to billets near major medical facilities. Billets should be near a major MTF or an area with an extensive TRICARE network.

e. **Category 5 (Homestead Program):** The family member's needs are complex, and permanent change of station (PCS) moves that disrupt continuity of care could jeopardize the EFM's health. Member should receive long-term assignment to an area

that can support multiple sea/shore rotations. The Chief of Naval Operations (CNO) designated homestead areas are

- Norfolk, VA;
- San Diego, CA;
- Bremerton, WA;
- Jacksonville, FL; and
- Washington, DC.

Several other areas exist that may be able to support homesteading for specific ratings. Only a few exceptions exist to justify moving EFM's from a homestead area.

f. **Category 6 (temporary category):** The EFM's condition requires a stable environment for 6-12 months due to treatment or ongoing diagnostic testing. This category also applies to those who have been identified through overseas screening as having chronic needs, but have not submitted an enrollment package. EFMs in this category should not be moved unless an update package is received or a move is absolutely necessary. In some cases the servicemember's current orders may need to be modified (i.e., extending the current PRD). Category 6 EFM's must be updated every 6-12 months versus the normal 3 years for categories 1-5.

g. Assignments are based on the information contained in the application. Information in the application needs to be current and accurate to ensure an appropriate category is assigned.

h. The CSC forwards the applications to NAVPERSCOM (PERS-451X).

6. **Final Process.** NAVPERSCOM (PERS-451X) EFM Program Manager will do the following:

a. Review the application category recommendation made by the CSC and consolidate with all other available information.

b. Flag the detailing record, which notifies the detailer of EFM status.

c. Review the EFM file when PCS orders are proposed to ensure the availability of services at the assignment location.

7. **Updating Enrollments.** Enrollment updates are due every 3 years from the date the enrollment application is approved by NAVPERSCOM. Exceptions are as follows:

- a. Category 6 (temporary category) must be updated within 1 year of enrollment.
- b. There is a change in medical diagnosis or new diagnosis.
- c. There is a change in early intervention or special education needs.
- d. If an update is due at the time of a projected rotation date (PRD), initiate the update at least 9 months prior to PRD.

8. **Disenrollments.** Disenrollment may be requested when any of the following situations occur:

- a. Special medical, early intervention, or educational services are no longer required for a family member as validated by a physician/school official. Medical and mental health conditions must be in remission for a minimum of 3 years with no more than routine primary care for disenrollment. A completed DD 2792 and DD 2792-1 (as applicable) submitted through the MTF EFM Program coordinator is required when the enrolling condition no longer exists.

- b. In the event of divorce, loss of custody, or death of the EFM. A serialized letter on command letterhead should be forwarded to the local coordinator. Required information includes:

- the first name and relationship to the sponsor of the EFM (in case of multiple EFMs or step-children)
- the type of document cited (divorce decree or custody order signed by a judge, death certificate, or other official documentation that shows change in dependency status)
- effective date of the change
- in cases involving children, indicate who has residential custody of the EFM

Separation from a spouse is not grounds to disenroll from the EFM Program. Disenrollment for divorce can only be completed upon final dissolution of divorce.

c. In all cases ensure that an updated NAVPERS 1070/602, Dependency Application/Record of Emergency Data is prepared IAW MILPERSMAN 1070-270.

9. **Family Members Identified after Issuance of Orders**

a. If NAVPERSCOM assignment orders were already issued, overseas/remote duty suitability screening is conducted concurrent with EFM enrollment per reference (f).

b. If suitability screening cannot be completed prior to the member's scheduled transfer date, the member's command shall notify NAVPERSCOM:

- Career Management Department (PERS-4),
- Enlisted Distribution Division (PERS-40),
- Distribution Management and Procedures Branch (PERS-451), and
- appropriate detailee

via BUPERS online (BOL) or by message for those commands without BOL access and request the orders be held in abeyance pending completion of overseas/remote duty suitability screening. The message will indicate whether or not EFM application has been submitted, and its status.

10. **Early Return of EFMs**. When an EFM is identified overseas or at a remote duty location, requests for early return/reassignment of the member and family must be initiated when the medical or educational condition exceeds the availability of required services at the overseas/remote duty location. Refer to MILPERSMAN [1300-306](#) for additional information.

11. **Humanitarian Assignments**: In the event a hardship affecting immediate family members requires more time than emergency leave can provide, a servicemember has the option of applying for a Humanitarian Assignment (HUMS). EFM Program enrollment must be initiated prior to submission of a HUMS request if the hardship involves one of the Sailor's bona fide dependents. Refer to MILPERSMAN 1300-500 for additional information.

MILPERSMAN 1300-1200

SAFETY AND EXPEDITED TRANSFERS

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|------------------------------------|--------------------------|--------|------------|----------------------------|
| Responsible Office | NAVPERSCOM (PERS-833) | Phone: | DSN COM | 882-4412 (901) 874-4412 |
| | NAVPERSCOM (PERS-451) | Phone: | DSN COM | 882-4185 (901) 874-4185 |
| NAVPERSCOM CUSTOMER SERVICE CENTER | | Phone: | Toll Free | 1-866-U ASK NPC |

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| References | (a) SECNAVINST 5800.11B (b) OPNAVINST 1752.2B (c) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1 (d) BUPERSINST 7040.6B (e) Directive-Type Memorandum (DTM) 11-063 "Expedited Transfer of Military Service Members Who File Unrestricted Reports of Sexual Assault" of 16 Dec 2011 (f) DoDD 6495.01 of 23 Jan 2012 (g) OPNAVINST 1752.1B |
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1. Program Background

a. When concerns for the safety and well-being of Service members and or their dependents dictate a permanent change of station (PCS) transfer prior to normal projected rotation date, a safety move (see paragraph 2) or expedited transfer (applicable to Service members who file an unrestricted report of sexual assault, see paragraph 3) may be authorized. This includes, but is not limited to temporary or permanent movement to a unit within the same command, a unit on the same installation, or a unit with a different geographic location. For reservists, a transfer or reassignment includes provisions to perform inactive duty training on different weekends or times than the alleged offender, or with a different unit in the home drilling location to ensure undue burden is not placed on the Service member and their family by a transfer.

b. These programs originated with the transfer of drug informants and have expanded to include Navy personnel, their military spouses, and or their dependents whose lives may be threatened, or those Service members who have made an unrestricted report of sexual assault.

2. **Safety Transfer Request**

a. Situations in which individuals should be considered for a safety transfer include, but are not limited to:

(1) Victims or witnesses of offenses covered under reference (a);

(2) Family Advocacy Program cases covered under reference (b);

(3) Victims of violent crimes; and

(4) Instances in which threats have been made against a Service member, his or her military spouse, or dependents.

b. Safety transfer requests are reviewed and adjudicated by Navy Personnel Command (NAVPERSCOM), Post Selection Board Matters Branch (PERS-833) on their individual merits. Disapproval authority resides with Commander, Navy Personnel Command. Commands may request a safety transfer by contacting NAVPERSCOM (PERS-833) at COM 882-4412 OR (901)874-4412.

c. **Safety Transfer for Dependents Only.** Travel and transportation of dependents are authorized under certain circumstances outlined in reference (c), Articles U5205, U5240, U5370, and U5920. If the member's dependents meet the criteria outlined in the articles above, and they must be moved for personal safety reasons, the personnel office or supporting Personnel Support Detachment of the member's command will issue an authorization letter for travel and transportation on command letterhead, using the basic format in Exhibit 1 (adjust accordingly for exact circumstances). Reference (d), Chapter II, Section IV, Accounting Guide - Officer and Enlisted - Operational (Miscellaneous Travel) and Rotational (Miscellaneous Travel), must be used to build the line of accounting.

3. **Expedited Transfer Request.** Per references (e) and (f), Service members filing an unrestricted report of sexual assault,

as defined in reference (g), must be informed of the option to request transfer from the command to which they are assigned. An expedited transfer of a Service member shall also include his or her dependents and or military spouse, as applicable. Every reasonable effort and consideration should be made to minimize disruption to the Service member's normal career progression. At a minimum, the alleged offender's access to the member who made the report shall be restricted, as appropriate.

a. **Procedure.** The request must be initiated by the Service member in writing, and shall include the member's reason(s) for the request. If a Service member files a restricted report and desires an expedited transfer, he or she must affirmatively change the restricted report to an unrestricted report via DD 2910 Victim Reporting Preference Statement located at <http://dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>.

b. Upon receipt of a written expedited transfer request, the Commanding Officer (CO) shall:

(1) Document the date and time the transfer request is received. The CO must make a transfer decision within 72 hours of receiving the request.

(2) Determine if the report is credible (i.e., reasonable grounds to believe an offense constituting sexual assault occurred) based on all available evidence and the advice of the supporting legal advisor or counsel. A presumption shall be established in favor of transferring a Service member once a determination has been made that the report is credible.

(3) Consider the following factors in making the decision to approve the transfer:

(a) Service member's reason for request to transfer;

(b) Nature of the offense;

(c) Operational necessity, including situational unique requirements in deployed areas;

(d) Location and possible transfer of the alleged offender instead of the member making the request;

(e) Potential disposition of collateral misconduct;

(f) Status of the investigation and the potential impact on the investigation and future disposition of the offense after consulting with the Naval Criminal Investigative Service and the supporting judge advocate or other legal advisor or counsel concerned;

(g) Requesting Service member's input; and

(h) Other pertinent circumstances outlined in reference (f).

(4) Ensure the member is fully informed regarding reasonably foreseeable impact the transfer or reassignment may have on his or her career, the investigation, and case disposition, initiation of other adverse action against the alleged offender, other possible consequences of granting the request, and that the member may have to return for prosecution of the case.

c. **Approval.** Once the CO makes the decision to approve the transfer, the request, along with the CO's recommendation as to where the member should be transferred, should be forwarded to NAVPERSCOM (PERS-833) where it will be processed and retained on file for a period of 3 years.

d. **Disapproval.** The CO must immediately forward any recommendation for disapproval of an expedited transfer request and the reason(s) for the recommendation, in writing, to the first flag officer in the requesting Service member's chain of command, or Senior Executive Service (SES) equivalent, as applicable.

(1) The Flag officer or SES must decide to approve or disapprove the request within 72 hours of receipt of the command-level disapproval recommendation. If approved, the request shall be immediately forwarded to NAVPERSCOM (PERS-833) where it will be processed and retained on file for a period of 3 years.

(2) Flag officer or SES level disapproved expedited transfer requests shall be forwarded to NAVPERSCOM (PERS-833) where they will be kept on file for a period of 3 years.

e. If at any time the requesting Service member elects not to proceed with an expedited transfer request, he or she shall formally withdraw the request in writing to the CO.

f. References (c) and (d) contain information concerning entitlements and financial guidance.

EXHIBIT 1
AUTHORIZATION LETTER

(Use proper letter format.)

From: Officer in Charge, Personnel Support Detachment _____
(or member's commanding officer)
To: (Rate/warfare designator, first name/middle initial/last name,
Branch, SSN (last four digits))
Subj: AUTHORIZATION FOR TRAVEL AND TRANSPORTATION OF DEPENDENTS INCIDENT
TO UNUSUAL OR EMERGENCY CIRCUMSTANCES
Ref: (a) Member's commanding officer's letter of authorization
(b) Joint Federal Travel Regulations, Volume 1,
Articles U5205, U5240, U5370, and U5920

1. As authorized by reference (a) and per provisions of reference (b),
you are authorized travel and transportation at Government expense for the
following (command sponsored if overseas) dependents:

(List full names)

From _____ To _____
Dependents must complete travel prior to receipt of permanent change of
station (PCS) orders relieving you from your present duty station (PDS).

2. As approved by reference (a), and per reference (b), shipment of your
household goods is authorized upon request. Shipment requested under
these orders must be made in a timely manner consistent with emergency or
unusual circumstances requiring movement of dependents. For additional
information, contact the Personal Property Officer, _____ at
ext. _____.

3. Accounting Data:

4. Your attention is directed to the provisions of reference (b)
concerning reentry of your dependents to (overseas area) and future
entitlement to their transportation at Government expense.

5. Reimbursement for dependents' travel expenses incurred prior to the
date of these orders is not authorized.

J. W. SMITH

Copy to:
NAVPERSCOM (PERS-833/PERS-524)
Member's Command